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*Exceptional Student Services (ESS) / Data Management*

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## Annual Special Education Data Collection School Year 2013–2014

### GENERAL INSTRUCTIONS

All public education agencies (PEAs) are expected to file their Annual Special Education Data Collection reports electronically, using the common logon to access the online application. The common logon, which requires a user ID and a password, is also used for other electronic data submissions to the Arizona Department of Education (ADE). You can access the ADE common logon and support information at the following link: <https://www.ade.az.gov/commonlogon>. The Exceptional Student Services (ESS) Annual Data application will be available for reporting **2013–2014** data on **April 28, 2014**.

If you do not have a common logon account, or have an existing account but do not have access to the ESS Annual Data application, or need assistance with your user ID and password, please contact the ADE Support Center through either of these methods:

In Maricopa County: (602) 542-7378

Outside Maricopa County: (866) 577-9636

E-mail: [ADESupport@azed.gov](mailto:ADESupport@azed.gov)

If you belong to a cooperative, please do not ask your cooperative coordinator to submit your data. It is each PEA's responsibility to submit individual data. *Effective in FY 2010 and forward, district-sponsored charter schools are no longer required to submit their data individually. Their data should be reported by the district that sponsors them.*

*If your PEA did not serve any special education students during the **2013–2014** school year, you will need to alert ADE/ESS in writing to waive you from this data collection requirement.*

The Annual Special Education Data Collection consists of the following components: exit, discipline, personnel, teacher attrition rate survey, preschool transition, and parentally placed private school students.

The home page of the application will provide you with the technical assistance documents you need to complete this data collection requirement. These documents include individual report instructions, FAQs, an application user manual, and other data collection resources. Adobe



Acrobat Reader is required to open the technical assistance documents. To download this product, go to <http://get.adobe.com/reader>.

## FIRST LOG IN

When you log in to the application for the first time, the menu bar toward the top of the home page will show only two options: HOME and USER INFORMATION.

User contact information is a required component and must be completed before access to other areas of the online application is granted. To enter user contact information, click on the USER INFORMATION menu item at the top of the page. A new screen will appear and you begin entering your contact information accordingly. Required fields include: first name, last name, e-mail address, and phone number. The remaining fields are optional. When all applicable fields have been entered, an informational message will appear indicating that your contact information has been stored. At the same time, the DATA ENTRY and PRINT REPORTS menu items appear and are available for use. The menu now has four active items:

- ❖ HOME – The ESS Annual Data application home page is where you will find all related technical assistance documents to assist you with the completion of this data collection requirement.
- ❖ DATA ENTRY – Use this section to access the individual reports and submit the completed reports electronically to the ADE.
- ❖ PRINT REPORTS – Use this section to print the various detailed reports from current system data. Significant year-to-year change reports and Az SAFE reports are also available for viewing.
- ❖ USER INFORMATION – This option will always be available for making changes to your PEA's contact information with regard to this data collection.

At the bottom of screens located throughout the online application, there will be additional links to provide assistance. They include:

- ❖ COMMON LOGON MENU – This link directs the user to the Common Logon Menu page.
- ❖ ESS HOME – This link directs the user to the ADE Exceptional Student Services home page.
- ❖ ESS FEEDBACK – This link can be used to send e-mail to ESS Data Management staff with questions, comments, etc., regarding the Annual Special Education Data Collection and/or the online application.

The individual report screens will also have additional links at the bottom. They are as follows:

- ❖ INSTRUCTIONS – This link will bring up the report instructions for the current report



screen.

- ❖ FAQS – This link will provide access to the FAQs page for the current report screen.
- ❖ ESS FEEDBACK – This link can be used to send e-mail to ESS Data Management staff with questions, comments, etc., regarding the Annual Special Education Data Collection and/or the online application.

Note that after the first log in has been completed, accessibility to all functions for any subsequent log in to this application will be available.

## DATA ENTRY

This section will enable you to enter data for the required agency and school reports. See specific report instructions for further details. The CHECK FORM button (if present) will add up row and/or column totals, if applicable. The SUBMIT button will save data entered. The application will remain in edit mode until the final submission process is started. Thus, data can be modified even after it has been saved.

## PRINT REPORTS

This function allows you to print all agency and school reports, as well as the significant year-to-year change reports (applicable only for personnel, exit, and discipline data), Az SAFE reports, and Exit Detail reports for each school and/or as aggregated for your agency.

## FINAL SUBMISSION

When all required agency sections are complete and the school reports have been extracted from their data sources, you can begin the final submission process on **August 4, 2014**. It is recommended that you print and review all reports, including the significant year-to-year change reports, prior to initiating the final submission process. Ensure that the data submitted thus far is accurate, as you will no longer be in edit mode to change/correct data once the final submission process has begun. The final submission process is currently under revision for FY 2014. When finalized, the relevant technical assistance documents will be updated.

## TECHNICAL AND/OR PROGRAMMATIC ASSISTANCE

If you need technical and/or programmatic assistance with this application, please contact the ESS Data Management team at [ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov).